

STATE CONTROLLER POLICY

Mixed Procurements

A policy concerning commitment voucher requirements when state agencies and institutions are purchasing both services and goods under the same procurement.

Background

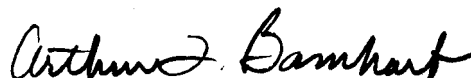
State Fiscal Rule 3-1 requires the use of a state contract for personal service procurements in excess of \$50,000. However, questions have been raised by state agencies and institutions concerning when the stated dollar limit is applicable in mixed procurements. This policy addresses this question.

Definition

For the purpose of this policy, mixed procurements are defined as purchases that include both commodities and services. An example is the purchase of a computer where a service agreement is included in the purchase price. Another example is the purchase of printed materials where the cost of printing design and layout services is included in the total purchase price for the printed materials.

Policy

1. State contracts shall be used for personal service procurements when it is in the best interest of the State, regardless of the total amount of the purchase.
2. State contracts shall be used for mixed procurements when personal services are priced separately and the personal services total more than \$50,000.
3. State contracts shall be used for mixed procurements when the personal services are not priced separately, the personal services are not incidental to the total purchase, and the total purchase price exceeds \$50,000.



Arthur L. Barnhart
State Controller